

BOARD OF MANAGERS PRESENT/ABSENT

- Salman Abbasey, MD
- Cindy Elbow
- Rich Kosmerl
- Bryan Kehl, Chairman

- Douglas Berwanger, BOS
- Mark Merrill
- J. Thomas Reagan, MD
- James Wawrzyniak, DC

- Laura Paolucci
- Steve Perkins
- Larry Rogers

STAFF PRESENT/ABSENT

- Betty Bark (Administrative Secretary)
- Tim Cook (Maintenance Supervisor)
- Michael Corcimiglia (Chief Operating Officer)
- Joseph McTernan, (Chief Executive Officer)

- Robert Rugar (Biomedical Supervisor)
- Merlyn Knapp (Interim Chief Financial Officer)
- Craig Woodworth (Director of Plant Operations)

OTHERS PRESENT: Allison Thomson, Assistant Project Manager

TOPIC	DISCUSSION	PLAN/RESPONSIBILITY	DEADLINE
I. Open meeting	Manager Kehl opened the November 9, 2021 meeting at 9:00am.		
II. Excuse Members not Present	A quorum of official board members were present for this meeting.	Manager Kehl	
III. Approve minutes	Change asked for on page 1. to note that phase II of lab renovations had not started and would begin in November. Motion by Manager Kosmerl, seconded by Manager Rogers and unanimously carried, the minutes of the Plant and Equipment meeting dated October 12, 2021 are hereby approved with change.	Betty Bark, Administrative Secretary	Ongoing
Laboratory Renovation Project – Allison Thomson, Assistant Project Manager	Updates Regarding the Lab Renovation Project: Money has been coming in from the Grant on a regular basis reimbursing the Hospital. Working on the vouchers. The last proof of canceled check has been submitted. Work on Phase II of the Construction is officially starting on Monday November 15 th . Demo, abatement and plumbing will be starting. Awaiting removal of all the items and equipment from the space this weekend. The contractors will be working with department schedules to decrease the noise level at certain times of the day. The existing analyzers in the space will be decommissioned and cleaned out on Thursday to be removed from the space. The contractors completion date will have to be amended past	For information.	Ongoing

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	<p>the end of October once the Phase II construction has started. Looking like the end of March, 2022. It was noted that a lot of the material for Phase II is already here being stored. The renovation is mostly office space that will go pretty quick. It was asked that reminders/markers be placed noting that the area is under construction.</p>		
<p>IV. Current Business Grants – M. Corcimiglia, COO</p>	<p>Lab Transformation Grant – Nothing further to report. Rural Access Grant – Looking at a new C-Arm for Radiology. Obtaining pricing at this time. The Grant is for about \$120,000.</p>		<p>Project ongoing</p>
<p>2021 Capital Budget/Funding – A. Chase, CFO</p>	<p>2021 Capital Spending Budget vs. Adjusted Projection</p> <p>Still on track for the 2021 budget. Looking at a couple of additional projects that may be added to the budget. Also working on the 2022 budget.</p> <p>There is an ongoing 5 year needs assessment for capital and looking at the same cap of \$2.5 million for a BAN. Working with IT, Biomed and facilities to prioritize capital needs. There should be \$500,000 in contingency funds for the year for emergencies. Large projects such as renovating the OR would have to be a separate structure. We would need a larger OR to support robotics. Will also be looking at Grant funding through the Infrastructure Bill and/or NYS Health Transformation grant.</p>	<p>Information to be shared on a monthly basis.</p>	
<p>Update on Equipment – B. Rugar, BioMed</p>	<p>The stress lab is on order and should be here by December 1, 2021.</p>	<p>For information.</p>	<p>Project ongoing</p>
<p>Transfer Switch</p>	<p>C. Woodworth, Director of Plant Operations Reported:</p> <p>The final punch list was published to the contractor – minimal items. The system is fully operational. There was a generator test 2 weeks ago, and both switches worked perfectly.</p>		<p>Project complete</p>
<p>Roof Top Unit (RTU) Air Handler Replacement</p>	<p>The new ship date from the factory is November 21, 2021.</p>	<p>For information.</p>	<p>Project ongoing</p>
<p>Electric panel replacement – design</p>	<p>Kick off meeting with the contractor – Ferguson electric, was last week. The first submittal for design should be next week.</p>	<p>For information.</p>	<p>Project ongoing</p>

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Livingston County Dialysis Center	There was mechanical and plumbing certification. There was a problem with the flooring and welding rods as some of the material was dry rotted. New welding rods were ordered.	Working on a book for the DOH for the inspection of the Clinic.	Project ongoing
Car Charging Station		Awaiting information.	Project ongoing
Castile and Attica Clinics Project	There was a bid opening on the fire panel for both facilities. D.J. Beardsley and sons out of Castile had the low bid of \$35,700 for both buildings. There was an additional \$4,000 in contingency. HVAC pre bids are this week.	Bid openings for HVAC set for next week.	Project ongoing
Fire Panel Upgrade	Capital budget item.		Project complete
Backflow Preventer Testing Facility Wide	No problems to report for the Hospital and will be testing the Clinics as well	For information.	Project ongoing
SNF Dual Temp Insulation	New insulation is being installed, which is mold resistant, and a denser insulation, to prevent condensation buildup. Will also be replacing some insulation in the Pharmacy.	Ongoing project throughout the facility.	Project ongoing
V. New Business Ice Machines Preventative Maintenance (PM)	C. Woodworth, Director of Plant Operations Reported: There are 9 machines within the facility that are professionally cleaned annually. This takes about a week to clean. New filters are changed also every year. Ice machines were just cleaned and are in good condition.		Project complete
Cooling Tower Legionella Test	Annual certification is required every year by the DOH. The certification came back clean and this information was sent to the NYS website.		Project complete
NYMIR Inspection	The Inspection by the County Insurance Agency came back with no concerns. Did request there be a panic button at every clinic (7). Looking at a software program to be installed on computers to notify Maintenance of a problem (green button). This feature would cost around \$999 for 40 users. This will meet the NYMIR inspection requirements.	Awaiting a list of individuals who would need access to this program.	Project ongoing
Annual Emergency Generator PM	All 3 generators are inspected annually. The generators were just inspect, and 2 generators had no concerns – no discrepancies. 1 generator had a little higher sediment in the diesel fuel. Fuel	Awaiting pricing on filtering the fuel.	Project ongoing

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	could be totally replaced or the fuel can be suctioned out and run through a filter, and then replaced. This option to be pursued.		
Chiller PM	The chiller out back was inspected and the sediment was drastically reduced from prior inspections. This is due primarily to the water filtering treatment being done before the water goes to the facility.	The water is being monitored continuously on-line by Maintenance.	Project complete
Akita Box Monthly Statistics	Report submitted to minutes.	For information.	
VI. Adjournment	There being no further business to come before the Committee, the meeting duly adjourned at 9:29am by Manager Kehl.	Next Meeting December 14, 2021 at 9am.	

Bryan Kehl, Chairman

Date

Betty Bark, Recording Secretary

Date

